


# District Accountability Committee - Agenda


Feb 20, 2024

5:30-8:30

Jeffco Public Schools Ed. Center, Board Room (take elevators to the 5th floor)

1829 Denver West Drive, Bldg. 27, Golden, CO 80401

<i>Information/ Action</i>	<p><b>Welcome and Approval of Agenda and Minutes (5:30-5:40)</b> Therese Rednor will welcome members and guests and determine quorum. Members will approve the agenda for the evening and minutes from the prior month.</p> <p><b>Materials:</b> Agenda and minutes from prior month (emailed with agenda)</p>	10 min	Therese Rednor, DAC Chair
<i>Information</i>	<p><b>DUIP mid-year data review with alignment to the district strategic plan (5:40-6:20)</b></p> <p>The DAC will review mid-year performance data for district mid-year progress monitoring of the District Unified Improvement Plan.</p> <p><b>Materials:</b> Presentation</p>	40 min	Maegen Tracy - DUIP Subcommittee Chair; Dr. Carol Eaton, Executive Director Instructional Data Services
<i>Information</i>	<p><b>Enrollment Update (6:20-6:45)</b> <b>Enrollment/Jeffco Update (6:20-6:45)</b> October Count Background</p> <ul style="list-style-type: none"> <li>○ CDE Rules and Reporting Process</li> <li>○ CDE Changes for the 2024-25 School Year</li> <li>● State Demographer Data</li> <li>● Enrollment Data and Trends             <ul style="list-style-type: none"> <li>○ District, State and Comparable District Enrollment</li> <li>○ Receiving School Enrollment Data</li> <li>○ Choice In and Out Trend Data</li> <li>○ Choice In Heat Map</li> <li>○ Choice Out Reasons</li> </ul> </li> </ul> <p>Jeremy Felker will provide a 10-minute presentation 15 minutes for questions and feedback from DAC members.</p> <p><b>Materials:</b> Presentation</p>	25 min	Jeremy Felker, Executive Director Student Data Privacy
<i>Information</i>	<p><b>Returning DAC Member Questionnaire (6:45-6:47)</b> <b>All DAC members</b> are asked to complete the DAC Membership Intent form to indicate intent to return and continue involvement with DAC in the 2024-25 school year.</p> <p>Members at the end of their term are required to submit a new member application. the member application form will open in April.</p> <p><b>Materials:</b> QR Code for DAC membership Intent Form to the right.</p>	2 min	Therese Rednor 
	<b>BREAK</b>	10 min	

<i>Information/ Action</i>	<b>Bylaws Review (6:57-8:15)</b> Discussion and vote  <b>Materials:</b> <b>DAC Bylaws – revision – merged edits (2024.02.02)</b>	78 min	Therese Rednor
<i>Information</i>	<b>DAC Open House (8:15-8:20)</b>	5 min	Evie Hudak
<i>Information</i>	<b>Closure discussion (8:20-8:21)</b> Board member comments (if present) Submit your questions <a href="#">here</a> (or scan this QR Code)  Remember you always have a resource through <a href="#">the DAC website</a> .	1 min	Therese Rednor
<i>Action</i>	<b>Adjournment (8:22)</b>	1 min	Therese Rednor

JEFFCO PUBLIC SCHOOLS  
DISTRICT ACCOUNTABILITY COMMITTEE  
JANUARY 16, 2024 MEETING MINUTES

Attendees:

**Strikethrough** indicates committee member NOT in attendance

Emily Adams	Dawn Fritz	Emily Lubkert
Greg Aigner	Amanda Gomez	Crystal Marine
Andrea Aikin	Jessica Gregg	<del>Jennifer Miller</del>
David Alex	<del>Michelle Grove</del>	Carrie Mumma
<del>Denise Alleman</del>	Corky Guy	Therese Rednor
Rob Applegate	<del>Harry Tasha</del>	Diego Rodriguez
Elizabeth Armstrong	Evie Hudak	Cheryl Secorski
Skyler Artes	<del>Heather Hyland</del>	Jennifer Tapp
<del>Jeanine Baird</del>	Richard Kalasky	Maegen Tracy
Jeff Baucum	Elizabeth Kantner	Jaclyn Uttely
Kim Bierbrauer	<del>Erin Kenworthy</del>	Kaylie Weese
<del>Parker Brown</del>	Michelle Kuenzler	<del>Sari Weichbrodt</del>
<del>Leslie Dennis</del>	Valerie Leal	Caroline Zimmerman
Carsten Engebretsen	Orin Levy	
<del>Caitlin Fitzpatrick</del>	<del>Anita Lewis</del>	
Annie Contractor	Austin Long	
<b>Staff Liaisons</b>		
*Dave Weiss		
*Tara Peña		

Guests:

Greece Butte, Executive Assistant to Tara Peña, Chief of Family & Community Partnerships

Agenda:

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- Welcome and Introductions and Approval of Agenda and Minutes
- SAC Survey Work
- FSCP Update
- DAC Open House
- Bylaws Review
- Adjournment

Actions:

Action	VOTE: DAC Bylaw Changes 2 changed voted and approved
Action	Adjournment DAC adjourned by unanimous consent at 8:30 p.m.

Notes:

Information	<p><b>Welcome and Introductions</b> Therese Rednor, DAC Chair welcomed members to the meeting. Update, charter school recommendation from the DAC was accepted by the BOE at their last meeting. Introduced new DAC members: Amanda Gomez- Charter Jaclyn Uttely- At large member Jennifer Tapp- Evergreen AAR Annie Contractor- Standley Lake AAR</p>
Action	<p><b>Approval of Agenda and Minutes</b> A quorum was established at 5:38.</p>
Information	<p><b>SAC Survey Work- Therese Rednor</b> The DAC broke into committee groups to review the SAC Survey Responses and identify trends, and recommendations. Budget- It would be helpful to understand deltas year over year for the same priorities. Mental health support funding requests remain but have dropped dramatically indicating that interventions should continue. Heavy focus on classroom staffing requests. Have we recently completed a staffing survey? Are there spending priorities like a new website that we can stop to focus on staffing goals? DUIP- SACs need more guidance from the DAC Can the UIP timeline change, or can we explain to the SACs the reasoning for the timeline to give the SACs more agency? SACs can be empowered to be solution-oriented. Making things approachable, fewer acronyms FSCP- Better communication between SACs and DAC. Additional resources in lower socio-economic areas for SACs: money for transportation, child care, and food at meetings Clarify what tools and resources are available and how they might be shared.  Materials: SAC Survey 2023-2024 Responses SAC Survey 2022-23 Presentation to BoE</p>
Information & Action	<p><b>FSCP Update- Tara Pena</b> Update on Family School Community Partnership department's mission and current work.</p>

	<p>Prioritize becoming a values-based organization.  Family engagement 2.2  Materials: Family and Community Partnerships  DAC Update</p>
Information	<p><b>DAC Open House- Evie Hudak</b>  A suggestion was previously made that DAC hold open houses.  FSCP discussed some proposals for how they might be conducted.</p>
Information & Action	<p><b>Bylaws Review</b>  Section IV.C.2. change voted and approved.  Section IV.F.1. change voted and approved.  Additional review will take place at the next DAC meeting.  Materials: 2024.01.11_DAC Bylaws – revision (01112024 draft).doc</p>
Information & Action	<p><b>Adjournment</b>  DAC adjourned by unanimous consent at 8:30 p.m.</p>



**JEFFCO**  
PUBLIC SCHOOLS

# DAC DUIP Mid-Year Data Review

February 20, 2024

# Purpose of a mid-year data review

- Acknowledge and celebrate all of the progress made by schools and students
- Review how current data compares with anticipated data
- Inform adjustments and enhancements to our plans for Spring 2024 and beyond



# DUIP Goals

- Read on grade level by 3rd grade
- Be proficient in math – 5th & 8th grade
- Earn credits to remain on track to graduate by the end of each school year (i.e 9th grade – at least 6 credits)
- Demonstrate postsecondary workforce readiness for at least one measure in RWC & one measure in mathematics



# District MOY Data Celebrations

- Progress on DIBELS 8 from Fall to Winter
  - Every grade (K-3) grade level increased the number of students scoring at benchmark
  - Basic reading skills improving
- MAP Reading Median Growth Percentiles
  - Grade 2: 51<sup>st</sup>
  - Grade 9: 53<sup>rd</sup>
- MAP Math Median Growth Percentiles (more improvement than prior year MOY)
  - Grade 8: 52<sup>nd</sup>
  - Grade 9: 55<sup>th</sup>
  - Grade 10: 50<sup>th</sup>
- 79% of 12 graders have met graduation demonstrations



## School Bright Spots

- 23 schools had growth at the 50th percentile or higher on MAP in English Language Arts
- 18 schools had growth at the 50th percentile or higher on MAP in math
- 4 schools had high growth in both ELA and math on MAP
- Schools who have utilized MAP Accelerator and Lexia for 30 minutes or more per week are significantly outperforming their projected performance in ELA and math.





## Considerations

Overall district growth at each grade level in ELA and math are not meeting district goals and low growth for majority of student groups

36% of 9th grade students are not earning at least 3 credits in the fall of their freshman year

5,111 students in grades K-3 currently have or need a READ plan

Of the 7,800 students enrolled in tier 2 intervention resources (Lexia and MAP Accelerator) less than half of students are engaged in 30 minutes or more per week





# On Track

- Norm on instructional excellence - Learning Walks
- Investments in quality, research and standards based curriculum
- Data dashboards in support of data literacy
- Professional learning for the use of intervention resources in literacy and math throughout 2023-2024



# Focused Acceleration

- Closing gaps for our students experiencing poverty, served by an IEP, and our Multilingual Learners
- Prioritizing strong attendance
- Focusing on fifth to sixth grade transitions
- Ensuring students with reading deficiencies are on READ plans

# Discussion

- At tables, take a few minutes to reflect on the mid-year district data.
- Then, share out one celebration and one area of focus from your table group.



JEFFCO 2025

**THRIVES**



**2023-24 October Count Update  
District Accountability Committee  
February 20, 2024**



# Presentation Overview

- October Count Background
  - CDE Rules and Reporting Process
  - CDE Changes for the 2024-25 School Year
- State Demographer Data
- Enrollment Data and Trends
  - District, State and Comparable District Enrollment
  - Receiving Schools Enrollment Data
  - Choice In and Out Trend Data
  - Choice In Heat Map
  - Choice Out Reasons

# October Count Background

- CDE Rules and Reporting Process
- CDE Changes for the 24-25 School Year

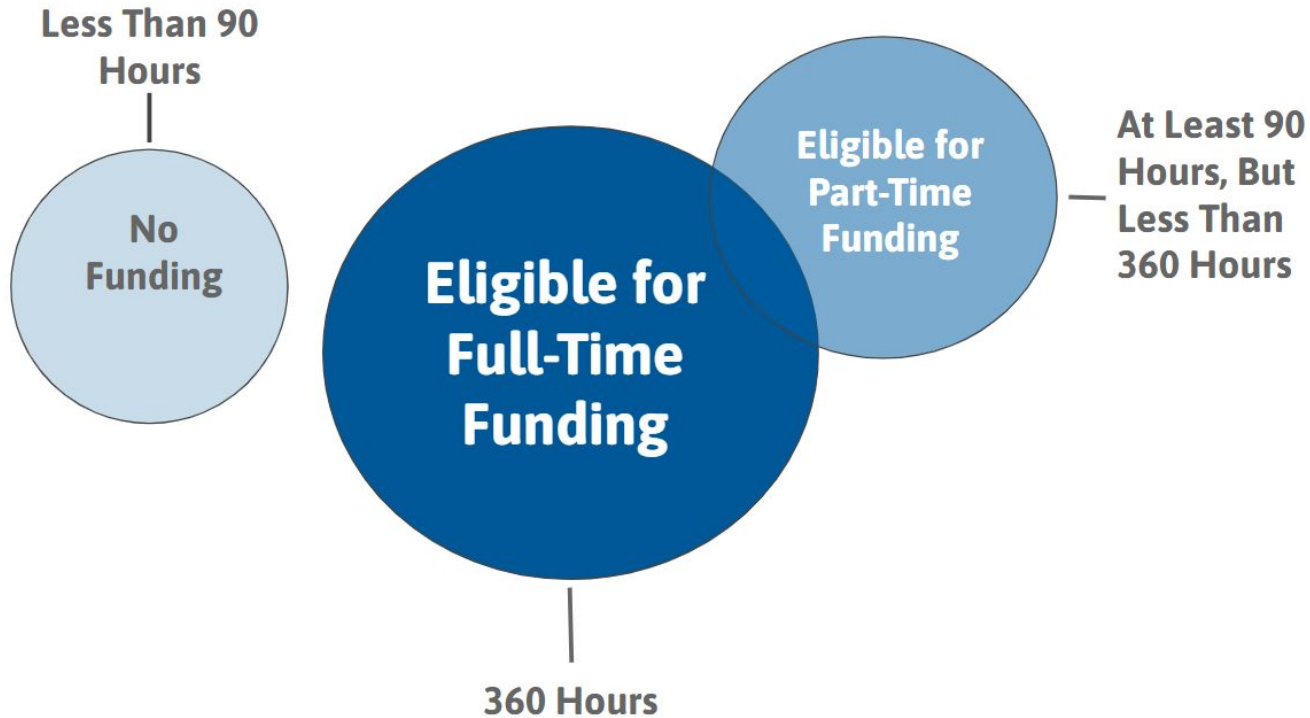
# CDE Rules and Reporting Process

- 2023-24 October Count Dates
  - Usually October 1, but October 1, 2023 was a Sunday.
  - Pupil Enrollment Count Date - October 2, 2023
  - Pupil enrollment count period (“11-day count period”) refers to the five school days before the count date, the count date itself, and the five school days after the count date, as determined by the district’s adopted calendar - September 25 to October 9

# CDE Rules and Reporting Process

- Reporting Process
  - For each student, districts are required to provide, at a minimum, attendance records that include the entire 11 day count period.
  - In order to be eligible for funding, students must—at a minimum—meet at least three general funding requirements: 1) enrollment, 2) attendance, and 3) scheduled teacher-pupil instruction and contact hours for the first semester.

# CDE Rules and Reporting Process



# CDE Rules and Reporting Process

- Similar to reporting taxes, [CDE's 104 page OC Audit Guide](#) defines the required documentation for each scenario.
- Most students require a “1040EZ Form” with only attendance documentation, enrollment documentation, and schedule documentation
- Each service and program that Jeffco provides a student which differs from the traditional “1040EZ” documentation requires additional documentation in order for the student to count for funding.
- Jeffco collects the required documentation for the audit, and submits the corresponding data to CDE for funding

# CDE Rules and Reporting Process

## Audit Documentation Needed for the Various Student Types

### ***ASCENT/TREP (5<sup>th</sup> or 6<sup>th</sup> year Seniors)***

- IDR will work with the CTE department to gather the necessary documents needed for the October Count packet
- Identify these students by indicating such in the "Notes" field on the JPS One Day Count report

### ***Blended or Supplemental Online Learning***

- Equivalent Bell Schedule Statement
- Identify these students by indicating such in the "Notes" field on the JPS One Day Count report

### ***Concurrently Enrolled Students***

- IDR will work with you and/or the CTE department to gather the necessary documents needed for the October Count packet.
- Identify these students by indicating such in the "Notes" field on the JPS One Day Count report

### ***Detention Center Students***

- Identify these students by indicating such in the "Notes" field on the JPS One Day Count report

### ***Executive Internship Program at Warren Tech***

- Identify these students by indicating such in the "Notes" field on the JPS One Day Count report

### ***Expelled Students***

- Identify these students by indicating such in the "Notes" field on the JPS One Day Count report

# CDE Rules and Reporting Process

<b>Facility Students</b> <input type="checkbox"/> Identify these students by indicating such in the “Notes” field on the JPS One Day Count report
<b>Foreign Exchange Students</b> <input type="checkbox"/> Identify these students by indicating such in the “Notes” field on the JPS One Day Count report <input type="checkbox"/> IDR will work with the Foreign Exchange department to gather the necessary documents needed for the October Count packet
<b>Homebound –School Students</b> <input type="checkbox"/> Homebound Teacher/Student Instruction Log located on the IDR website under October Count <input type="checkbox"/> Identify these students by indicating such in the “Notes” field on the JPS One Day Count report
<b>Homebound-Jeffco Students</b> <input type="checkbox"/> Identify these students by indicating such in the “Notes” field on the JPS One Day Count report
<b>Home Schooled Students Taking One or More Courses at Your School</b> <input type="checkbox"/> Identify these students by indicating such in the “Notes” field on the JPS One Day Count report
<b>Independent Study Students (9-12 Grades Only)</b> <input type="checkbox"/> Independent Study logs are located on the Campus Support website under October Count <input type="checkbox"/> Identify these students by indicating such in the “Notes” field on the JPS One Day Count report
<b>JTS Students</b> <input type="checkbox"/> IDR will work with the JTS School staff to gather the student’s IEP service delivery page <input type="checkbox"/> For any Off-Site Program - Attendance, Bell Schedule, Program Calendar, Description of Program <input type="checkbox"/> Identify these students by indicating such in the “Notes” field on the JPS One Day Count report



# CDE Rules and Reporting Process

And  
many  
more  
scenarios  
...

## **Off-Site Programs (Apprenticeships, Internships, CTE courses, Workplace Experience)**

- Student Contract signed and dated by all parties prior to October 2
- Off-Site Calendar
- Off-Site Bell Schedule
- Attendance Verification from the off-site location (if the student is only enrolled in the off-site location)
- Description outlining the expectations of the off-site program
- Identify these students by indicating such in the "Notes" field on the JPS One Day Count report

## **Outdoor Lab Interns**

- Copy of the Outdoor Lab Leader Document from the Outdoor Lab Principal
- Identify these students by indicating such in the "Notes" field on the JPS One Day Count report

## **Re-Connect Students**

- Identify these students by indicating such in the "Notes" field on the JPS One Day Count report

## **Sporadic Attendance and/or Non-Attendees**

- Teacher grade books or assignments if not captured in Campus
- Identify these students by indicating such in the "Notes" field on the JPS One Day Count report

## **Suspended Students (only if suspended during the entire 11-day window)**

- Identify these students by indicating such in the "Notes" field on the JPS One Day Count report

## **Transfer Students – Out of State/Country**

- Student's enrollment history
- Documentation showing the student moved to Colorado during the current school year from another state or country
- Copy of the student's schedule through December showing it was in place after the count date but before the end of the 11-day window
- Identify these students by indicating such in the "Notes" field on the JPS One Day Count report

## **Transfer Students – Out of District**

- Student's enrollment history

# CDE Changes for the 2024-25 School Year

- [State Board of Education Rule Changes](#)
- Changes to online documentation
- New definition and documentation requirements for alternative teacher-pupil instruction
- New course catalog requirements for alternative teacher-pupil instruction
- New CDE rules reflecting the new documentation requirements will be available in July 2024

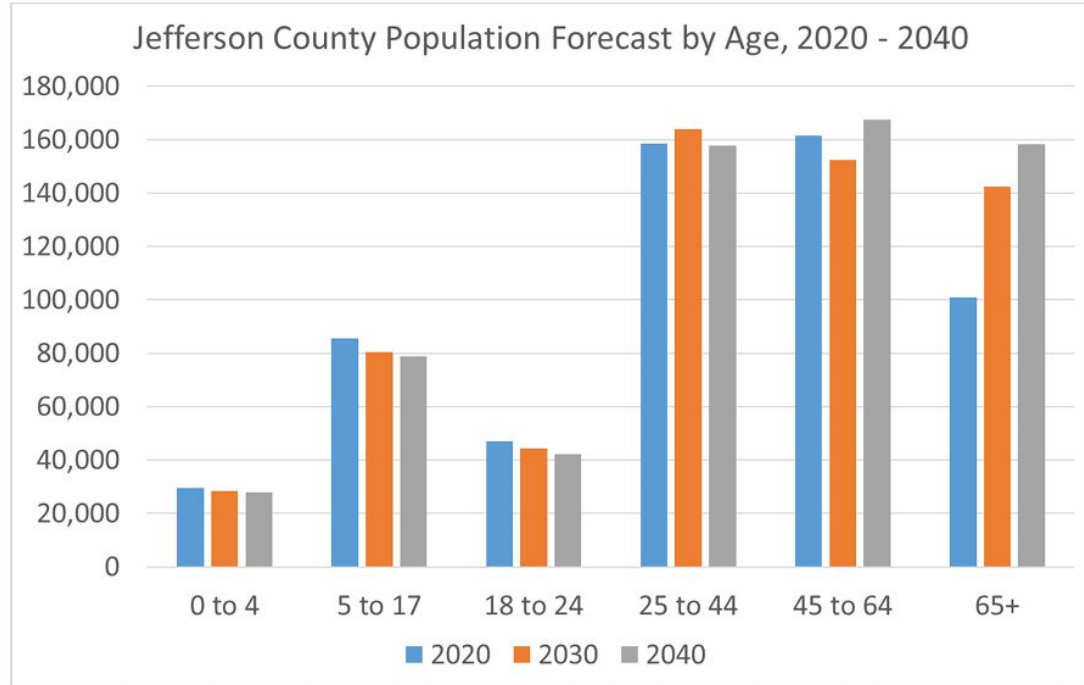
# State Demographer Data

- Cindy DeGroen's October 12, 2022 Presentation to the Jeffco Board of Education

# State Demographer Data

## Forecast

- Births continue at a lower level
- Deaths continue to rise with aging
- Net Migration slowing significantly



2020-2030	0 to 4	5 to 17	18 to 24	25 to 44	45 to 64	65+	Total
Growth	-1,068	-4,896	-2,813	5,548	-9,040	41,402	29,133
Rate	-3.6%	-5.7%	-6.0%	3.5%	-5.6%	41.0%	5.0%

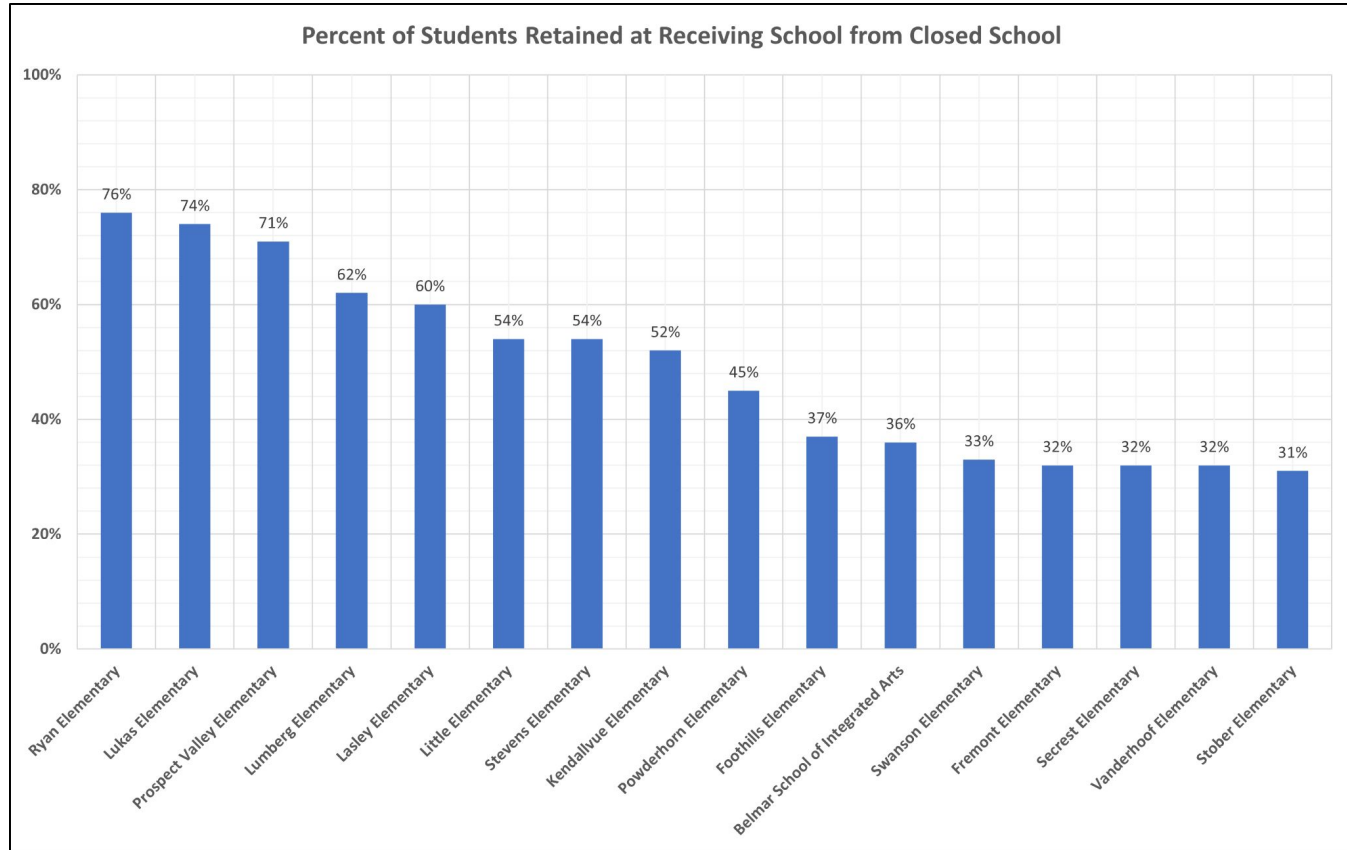
# Enrollment Data and Trends

- District, State and Comparable District Enrollment
- Receiving School Enrollment Data
- Choice In and Out Trend Data
- Choice In Heat Map
- Choice Out Reasons

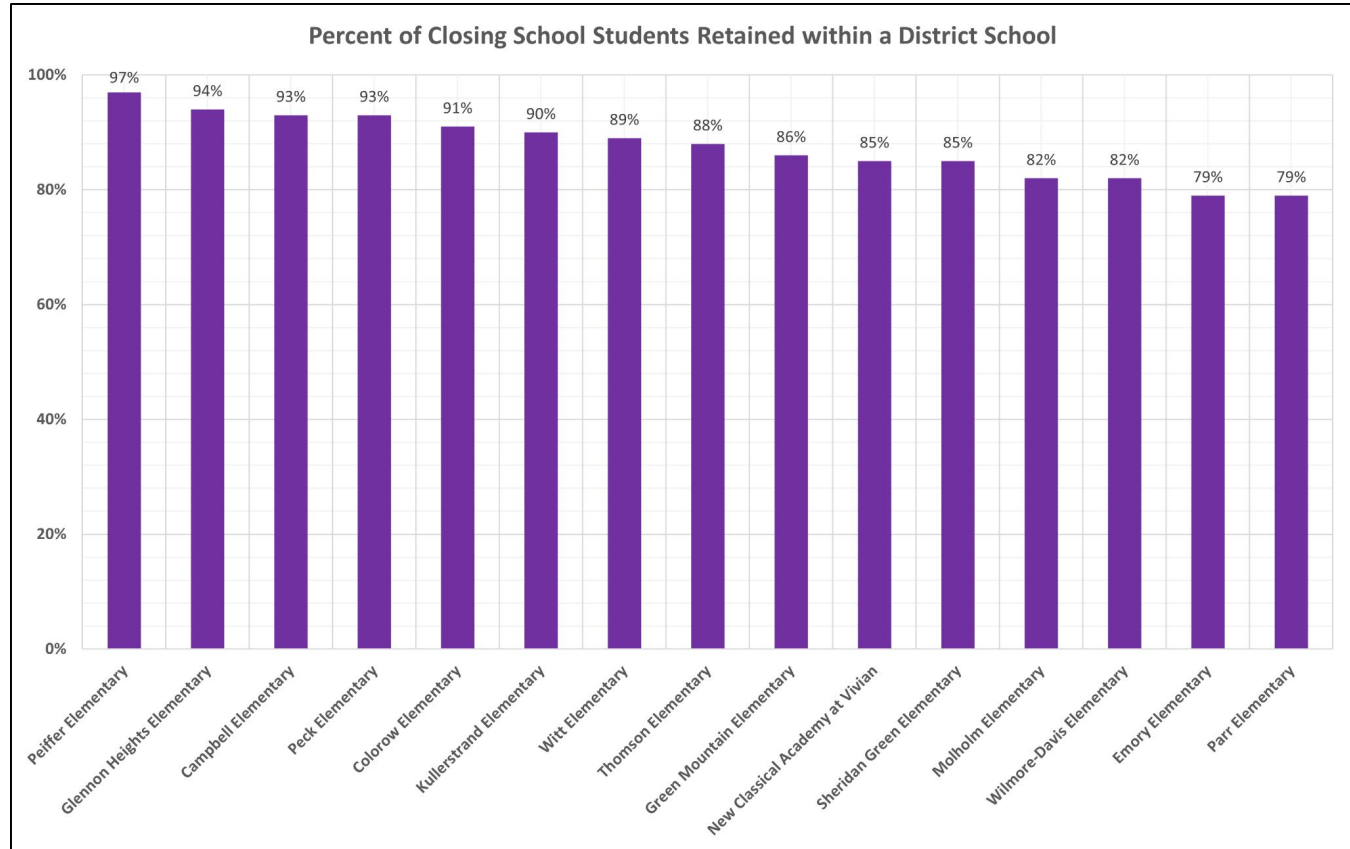
# District, State and Comparable District Enrollment

DISTRICT CODE	DISTRICT NAME	2022-23		2023-24					
		PK-12 TOTAL	K-12 TOTAL	PK-12 TOTAL	1 Yr # CHANGE	1 Yr % CHANGE	K-12 TOTAL	1 Yr # DIFF	1 Yr % DIFF
0020	ADAMS 12 FIVE STAR SCHOOLS	35,747	34,631	34,998	-749	-2.1%	34,054	-577	-1.7%
0130	CHERRY CREEK 5	52,948	51,131	52,419	-529	-1.0%	50,680	-451	-0.9%
0140	LITTLETON 6	13,450	13,032	13,251	-199	-1.5%	12,863	-169	-1.3%
0470	ST VRAIN VALLEY RE1J	32,639	31,281	32,506	-133	-0.4%	31,226	-55	-0.2%
0480	BOULDER VALLEY RE 2	28,487	27,679	28,362	-125	-0.4%	27,446	-233	-0.8%
0880	DENVER COUNTY 1	87,864	83,002	88,235	371	0.4%	83,387	385	0.5%
0900	DOUGLAS COUNTY RE 1	62,872	61,359	61,964	-908	-1.4%	60,361	-998	-1.6%
1420	<b>JEFFERSON COUNTY R-1</b>	<b>77,078</b>	<b>74,769</b>	<b>76,172</b>	<b>-906</b>	<b>-1.2%</b>	<b>73,590</b>	<b>-1,179</b>	<b>-1.6%</b>
1550	POUDRE R-1	30,105	29,206	29,914	-191	-0.6%	29,101	-105	-0.4%
<b>STATE TOTALS</b>		<b>883,264</b>	<b>851,059</b>	<b>881,464</b>	<b>-1,800</b>	<b>-0.2%</b>	<b>849,404</b>	<b>-1,655</b>	<b>-0.2%</b>

# Receiving Schools Enrollment Data



# Receiving Schools Enrollment Data





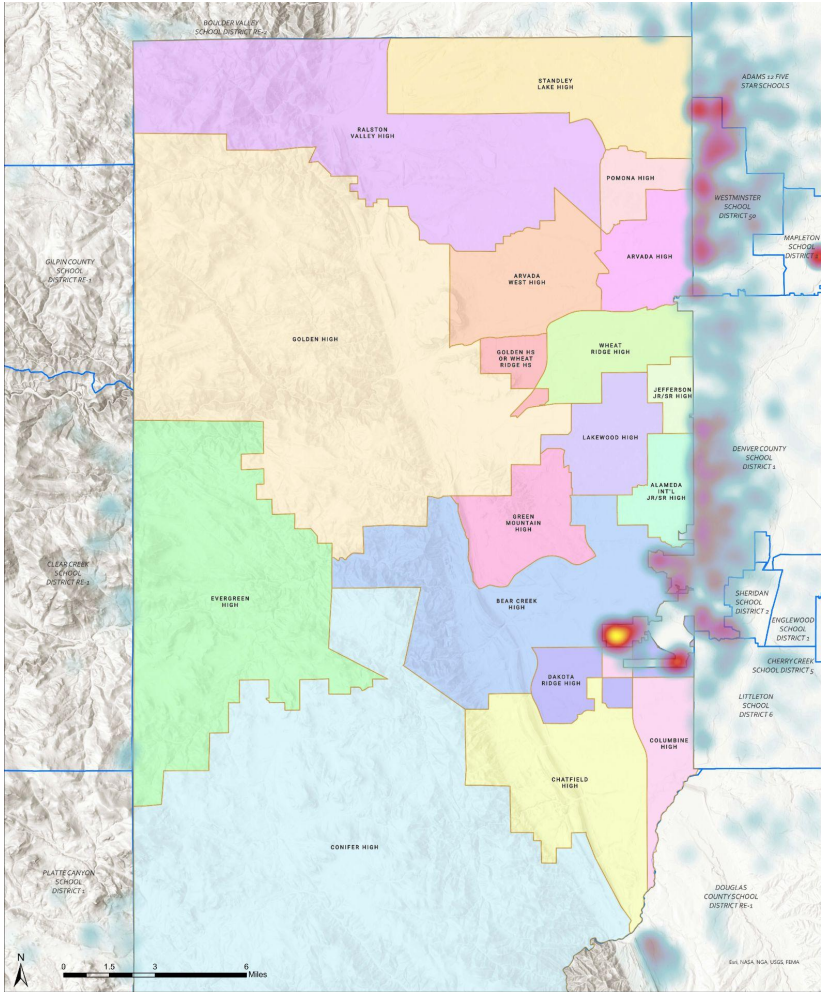
# Receiving Schools Enrollment Data

2023-24 Receiving School	2022-23 Enrollment	2023-24 Enrollment	1 Yr Growth	1 Yr % Growth
Belmar School of Integrated Arts	215	322	107	49.8%
Foothills Elementary	272	382	110	40.4%
Fremont Elementary	253	287	34	13.4%
Kendallvue Elementary	280	401	121	43.2%
Lasley Elementary	286	529	243	85.0%
Little Elementary	248	338	90	36.3%
Lukas Elementary	262	415	153	58.4%
Lumberg Elementary	318	532	214	67.3%
Powderhorn Elementary	443	559	116	26.2%
Prospect Valley Elementary	425	594	169	39.8%
Ryan Elementary	351	510	159	45.3%
Secrest Elementary	249	301	52	20.9%
Stevens Elementary	322	461	139	43.2%
Stober Elementary	234	327	93	39.7%
Swanson Elementary	212	266	54	25.5%
Vanderhoof Elementary	349	440	91	26.1%
<b>Receiving School Total</b>	<b>4,719</b>	<b>6,664</b>	<b>1,945</b>	<b>41.2%</b>
			<b>Average</b>	<b>41.3%</b>

# Choice In and Out Trend Data

District	2020-21			2021-22			2022-23			2023-24		
	Choice In	Choice Out	Difference	Choice In	Choice Out	Difference	Choice In	Choice Out	Difference	Choice In	Choice Out	Difference
Westminster	1,061	202	859	996	192	804	901	215	686	796	207	589
Adams 12 Five Star	956	68	888	848	73	775	791	80	711	670	96	574
Denver County 1	2,280	1,252	1,028	2,219	1,334	885	2,110	1,299	811	1,926	1,393	533
Platte Canyon	212	16	196	190	16	174	187	15	172	199	9	190
Clear Creek RE-1	213	43	170	213	37	176	163	28	135	136	31	105
St Vrain Valley RE 1J	69	12	57	59	19	40	76	16	60	58	14	44
Mapleton 1	100	247	-147	86	231	-145	79	37	42	69	42	27
Sheridan 2	35	19	16	37	19	18	45	18	27	41	20	21
Douglas County RE 1	206	348	-142	219	346	-127	220	341	-121	194	320	-126
Littleton 6	183	503	-320	204	500	-296	217	498	-281	206	480	-274
Educ Reenvisioned BOCES	0	316	-316	0	188	-188	0	200	-200	0	295	-295
Byers 32J	0	378	-378	0	256	-256	0	274	-274	0	382	-382
Charter School Institute	0	1,255	-1,255	0	1,264	-1,264	0	1,304	-1,304	0	1,294	-1,294
Other Districts	626	799	-173	706	613	93	612	780	-168	529	764	-235
<b>Total</b>	<b>5,941</b>	<b>5,458</b>	<b>483</b>	<b>5,777</b>	<b>5,088</b>	<b>689</b>	<b>5,401</b>	<b>5,105</b>	<b>296</b>	<b>4,824</b>	<b>5,347</b>	<b>-523</b>

# Choice In Heat Map



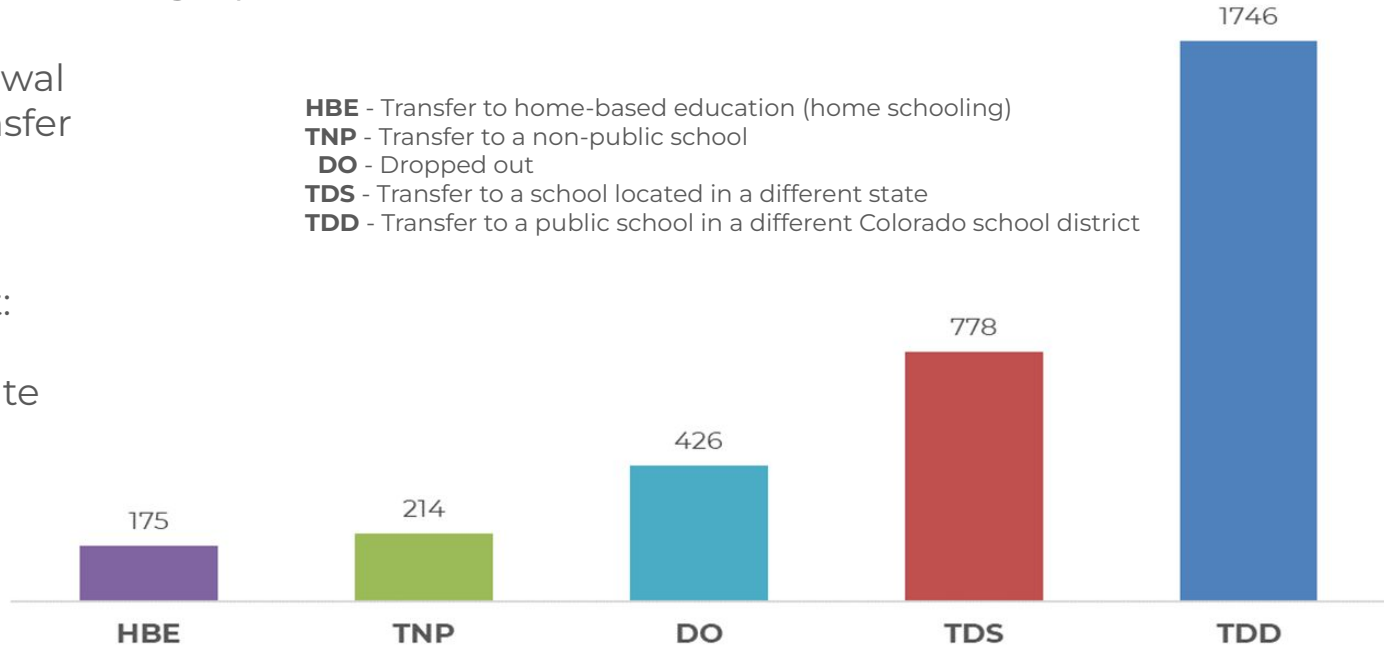
High School Boundary  
 Other School District Boundaries  
 2023-24  
 Out of District Students

Sparse  
 Dense

# Choice Out Reasons

Students withdrawn from District managed schools during the previous school year and over the summer; staff capture the reasons, where possible; this graph summarizes the reasons.

- Top withdrawal reason: Transfer to Another Colorado District
- 2nd highest: Transfer to Another State



Gross number of Campus withdrawals from the 22-23 Start of School to the 23-24 Start of School; Note that some of these students may have returned – these figures are gross counts, not net of returning students.

# Questions?





**Thank you!**

February 20, 2024

# Jefferson County School District R-1 District Accountability Committee (DAC) Bylaws

## I. Name

The official name of the organization shall be the Jefferson County School District R-1 District Accountability Committee (DAC).

## II. Definitions

- A. Articulation Area Representative means a Parent Member appointed to represent one of the articulation areas, charter schools, or option schools.<sup>1</sup>
- B. At-Large Member means a Member who is appointed by the Board of Education and is not assigned to represent an articulation area, charter schools, or options schools.
- C. Executive Committee means the DAC Chair, the DAC Vice Chair, DAC Secretary, the AAR Coordinator, the district administrative designee(s), and the chairs of the standing subcommittees in section VII.AB.
- D. Member means any person defined in section IV(A).
  - 1. Parent Member means any Member who is a child's biological parent, adoptive parent, or legal guardian or another adult person recognized by the child's school as the child's primary caregiver of a student attending Jefferson County Public Schools at the time of appointment.
  - 2. An employee of the district may not serve as a Parent Member.
- ~~E.~~ Unexcused absence means an absence from a DAC meeting for which the absent Member has not notified the Chair and/or the district administrative support staff to the DAC.
- ~~E.~~

## III. Purpose and Role

The purpose of the DAC is to serve in an *advisory role* to the Jefferson County Board of Education (BOE). The DAC advises the BOE on matters related to budget, improvement priorities, student achievement, and parent and community engagement. Specifically, the DAC shall fulfill the duties of a school district accountability committee as defined in Colorado Revised Statutes, Section 22-11-301, et seq. Per statute, the DAC has the following powers and duties:

- A. Recommend to the BOE priorities for spending school district money.
- B. Make reasonable efforts to consult in a substantive manner with School Accountability Committees (SACs) in the district regarding spending priorities.
- C. Advise the BOE concerning preparation of the district's annually submitted

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<sup>1</sup> Parents are not eligible if related to a person employed by the district where 'related' or 'relative' means a person's spouse, son, daughter, sister, brother, mother or father. See C.R.S. 22-11-301(2)(c).

performance, improvement, priority improvement or turnaround plan (whichever is applicable).

- D. Make reasonable efforts to consult in a substantive manner with School Accountability Committees (SACs) in the district regarding school performance, improvement, priority improvement and turnaround plans.
- E. Discuss at least quarterly whether district leadership, personnel, and infrastructure are advancing or impeding implementation of the district's performance, improvement, priority improvement, or turnaround plan (whichever is applicable).
- F. Review any charter school application(s) received by the BOE and submit recommendations to the BOE on said applications(s).
- G. Provide input to the BOE concerning the creation and enforcement of its school conduct and discipline code.
- H. Consider input and recommendations from the district's SACs to facilitate the evaluation of the performance of district principals.
- I. Provide input and recommendations to principals, on an advisory basis, concerning the development and use of assessment tools to measure and evaluate student academic growth as it relates to teacher evaluations.
- J. Assist district staff or school personnel to increase parent engagement, including but not limited to:
  - 1. Implementing the district's parent engagement policy.
  - 2. Increasing parents' engagement with educators, including parents' engagement in creating students' READ plans, Individual Career and Academic Plans (ICAP) and plans to address habitual truancy.
  - 3. Helping increase community awareness of the district strategic plan and the school/district improvement processes.
- K. Determine at least annually and cooperatively with the BOE, additional areas and issues of study and recommendation to the Board that the DAC shall focus on for the year.
- L. Report to the BOE, at least two times per year, or more frequently as may be requested by the BOE, on the work of the DAC.
- M. Each year, deliver to the BOE a report on the following:
  - 1. The percentage of students who are college and career-ready.
  - 2. How Jefferson County compares with other districts in the area.
  - 3. Critical obstacles hindering more rapid improvement of student achievement results.
  - 4. Recommendations for what should be done to overcome those obstacles.

#### IV. **Membership**

- A. The DAC comprises the following Members approved by the Board of Education:
  - 1. The Articulation Area Representatives nominated by the Superintendent:
    - a. Up to ~~Thirty~~thirty-~~Three~~four (34) parent/guardian representatives, to the extent practicable two (2) parent/guardian representatives will have students in from and representing each of the district's seventeen (17) articulation areas.



- b. Three (3) charter school ~~parent representatives~~parents.
  - c. ~~Two~~One (2) option school ~~parent representatives~~parents.
  - 2. At least one (1) and up to three (3) teachers, with effort made to represent each grade band: K-5, 6-8, 9-12; ~~as recommended by Jefferson County Education Association (JCEA) may recommend teachers, however, -~~ ~~Both~~Both members and non-members of ~~Jefferson County Education Association (JCEA)~~ are eligible.
  - 3. At least one (1) and up to ~~four~~three ~~three~~ (3) building-level administrators employed by Jeffco Schools, ~~with effort made to represent each grade band, and at least one of which is with a charter school.~~
  - 4. One (1) Jeffco charter school administrator.
  - 3-5. Up to ten (10) at-large representatives, with effort made to represent diversity of stakeholders.
  - 4-6. At least one ~~business~~ business community representative.
  - 5-7. One (1) Jeffco PTA member, ~~as recommended by Jeffco PTA.~~
  - 6-8. One (1) classified staff member employed by Jeffco Schools; ~~Jeffco Education Support Professionals Association (JESPA) may as recommended by JESPA classified staff, however, -~~ ~~Both~~Both members and non-members of ~~Jeffco Education Support Professionals Association (JESPA)~~ are eligible.
  - 7-9. The Superintendent and/or the Superintendent's designee(s) (non-voting).
- B. By statute, Members approved by the BOE shall, to the extent practicable, reflect the student populations that are significantly represented within the district. This may include:
- 1. Students who are non-Caucasian
  - 2. Students eligible for free and/or reduced-cost lunch
  - 3. Students who are English language learners
  - 4. Students who are migrant children
  - 5. Students identified as students with disabilities
  - 6. Students who are identified as gifted children

~~C. Only one (1) Member of the DAC may be a concurrent member of the Jefferson County School District's Strategic Planning Advisory Council (SPAC).~~

~~D.C.~~ Duties of Members

- 1. Attendance at all scheduled DAC meetings; ~~and all assigned subcommittee meetings.~~ In the event a Member cannot attend a meeting, he/she should communicate such absence in advance to either the Chair and/or the district administrative support staff to the DAC ~~or to the subcommittee chair.~~
- 2. Participation on at least one subcommittee ~~and/or~~ service as an elected DAC officer, as an AAR, or as DAC liaison to another district committee ~~another organization.~~
- 3. Service as a liaison to the stakeholder group that Members were appointed to represent, if applicable.
- 4. Compliance with these bylaws.

5. Compliance with the Code of Conduct.

**E.D. Terms of Members**

1. The term of a Member appointment shall be two (2) years. Midyear appointees shall serve the remainder of the 2 year term. Members' terms shall begin upon the appointment of the Board of Education at the close of the final meeting of the Committee of the Whole of the academic year in which they are appointed, unless the BOE directs otherwise.
2. Members shall not be precluded from being reappointed and serving consecutive terms as long as they continue to meet the requirements of membership as defined above.

**F.E. Resignation** If a Member is unable to fulfill the duties of membership, or no longer meets the eligibility requirements of their role, he/she must resign but may apply for another role for which he/she is eligible. He/she should provide a letter of resignation to the Chair, who shall notify the BOE.

**F. Removal**

1. Two~~The Executive Committee may recommend to the BOE that members with two~~ (2) unexcused absences from DAC meetings per year by a Member be removed shall be considered a resignation.

G.2. The C~~committee-as-a-W~~hole may, also recommend to the BOE, with a two-thirds majority achieved by secret~~blind~~ ballot, remove~~al of a~~ Members; deemed~~after two a~~ warnings from the committee-as-a-whole~~Executive Committee, to not be in for non-~~compliance with the Code of Conduct.

**H.G. Replacement** If a Member resigns or is removed, the Executive Committee shall advise the BOE and a replacement shall be nominated and appointed through the process specified in the membership section (IV.D.1.IV). The replacement shall serve a the remainder of the two year term as per IV.DE.1.

**V. Committee Officers**

**A. Officer Positions**

1. The DAC has two officers: The Chair and the Vice Chair. The officers shall be Parent Members elected by the membership of DAC annually, in the final meeting of the academic year. The officers shall be selected from the Parent Members of the DAC.
2. **Term** The officers shall each serve a one-year term in their respective roles. No one shall be prohibited from running for consecutive terms.
3. **Duties of the Chair** The DAC Chair:
  - a. Ensures that committee efforts and membership meet statutory requirements.
  - b. Ensures p~~lanning of~~s annual meeting calendars and monthly meetings.
  - c. Receives and relays requested agenda items from Members and subcommittees.
  - d. Ensures that calls are issued for meetings of the DAC.

- e. ~~C~~Develops and communicates norms for use in DAC meetings.
- f. Presides over DAC meetings.
- g. Ensures that minutes of all DAC meetings are recorded, including attendance and records of votes, and are made available to Members.
- h. Ensures that a membership list, including statutory roles of individual Members and contact information, is kept and made publicly available; and ensures that processes exist for other committee correspondence, as necessary.
- i. Ensures that subcommittees are representative of the ~~C~~committee-as-a-~~W~~whole and have sufficient Members to conduct their work.
- j. Ensures that SAC Chair training ~~sessions are~~is conducted.
- k. Coordinates committee and subcommittee reports to the BOE.
- l. Coordinates the DAC's activities with administrative support from the Jefferson County School District.
- m. ~~Coordinates~~Annually ~~annual~~ review ~~of~~s bylaws ~~with the Executive Committee~~ and ~~presentations same~~ to membership.
- n. Ensures that the public DAC web page is maintained.
- o. Appoints a Member to determine eligible votes and distribute ballots for an officer election for which the Vice-~~Chair~~ is unable to do so.
- p. ~~Appoints a~~Administers a vote for a member to serve as the Secretary, who will take minutes of the meetings of the Executive Committee and the Committee-of-the-Whole.

#### 4. Duties of the Vice Chair

- a. Shall be responsible for the duties of the Chair in his/her absence.
- b. In the event the Chair resigns, shall assume the duties of Chair.
- c. Ensures that a quorum is present at meetings and for votes.
- ~~d. Ensures, where necessary, that records of subcommittee meetings are kept and made available to Members.~~
- ~~e. Ensures that public comment is received, recorded, and made available to DAC Members.~~
- ~~f.d.~~ Ensures that bylaws are maintained and that Members' suggestions for bylaws changes are recorded for later discussion, and leads discussion of bylaws annually.
- ~~g.e.~~ Ensures that electronic files and records of DAC are maintained in an accessible archive.
- ~~h.f.~~ Determines eligible votes and distributes ballots for officer elections, unless the Vice Chair is running for the office for which the election is being held.

B. **Election** During the final DAC meeting of each school year, a new Chair and Vice Chair shall be elected by a vote of the DAC Members. Nomination forms for

each position shall be accepted following the April DAC meeting. Forms shall be made available on the DAC web page.

1. Current DAC Parent Members may submit applications for each position.
2. The Chair shall be elected by a vote of the Members, as credentialed by the Vice Chair. Proxy and absentee ballots are not permitted.
3. Members appointed by the Chair shall count the ballots. Whomever is determining the number of eligible ballots shall not count them. No one running for election shall count ballots.
4. The Member receiving a majority of the ballots cast shall be elected.
5. If no candidate receives a majority of the ballots cast, the candidate receiving the smallest number of votes shall be eliminated, and another ballot shall be held between the remaining candidates. If two or more candidates are tied for the smallest number of votes, a rebalot of the Ceommittee-as-a-Wwhole shall decide which single candidate shall advance to the next ballot. If two or more candidates are tied after two voting rounds, afterand all other candidates are eliminated, the winner shall be determined by a coin flip.

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#### VI. Executive Committee

- A. The members of the Executive Committee shall be as defined in II. C.
  1. The Secretary and AAR Coordinator shall be elected using the same procedures in V.B.
- B. The Executive Committee shall coordinate with the district administrative designee(s) and any other District staff necessary to determine the annual calendar and to assemble and propose meeting agendas.
- C. The Executive Committee shall conduct any necessary DAC business arising between meetings of the DAC.

#### VII. Standing Subcommittees:

- ~~VI.A.~~ Standing subcommittees of DAC shall be the Executive Committee, Budget Subcommittee, District Unified Improvement Plan Subcommittee, Family School Community Partnership Subcommittee, and Charter School Review Subcommittee. Additional subcommittees may be formed from the membership as the Ceommittee-as-a-Wwhole deems necessary. Subcommittees shall take up new business matters committed by the Ceommittee-as-a-Wwhole and must report matters back to the Ceommittee-as-a-Wwhole.
- ~~A. Executive Committee~~ The Executive Committee shall coordinate with the Superintendent or Superintendent designee and any other District staff necessary to determine the annual calendar and to assemble and propose meeting agendas. The Executive Committee shall conduct any necessary DAC business arising between meetings of the DAC.
- B. Other Subcommittees** Each subcommittee noted below shall report to the full DAC at least annually and prior to any communication with the BOE regarding recommendations or advice on behalf of the DAC. ~~Subcommittee meetings shall~~

~~be posted on the DAC web page.~~ Each subcommittee's reports to the full DAC shall be posted on the Jeffco Public Schools DAC web page.

~~B.C.~~ Each subcommittee ~~chairperson~~ shall ~~be elected~~~~identify by procedures in V.B. a~~ chairperson ~~shall~~ be the key individual accountable for managing and reporting on the subcommittee's work and for maintaining communication with the DAC Chair. Each subcommittee shall appoint a vice chair at the beginning of the academic year.

1. Budget/Finance. This subcommittee shall work to comply with the DAC requirement of recommending to the BOE priorities for spending school district money.
2. District Unified Improvement Planning (DUIP). This subcommittee shall support the DAC's responsibility to comply with submitting recommendations to the BOE concerning preparation and implementation of the district's performance, improvement, priority improvement, or turnaround plan (whichever is applicable). The subcommittee shall provide regular updates to the full DAC per the DAC work calendar and lead full committee reviews of the DUIP.
3. Family ~~/~~School ~~/~~Community Partnership (FSCP). This subcommittee shall work to increase parent engagement in the district by providing input and recommendations to district staff or school personnel regarding:
  - (a) The district's parent engagement policy.
  - (b) Efforts to increase parents' engagement with educators, including parents' engagement in creating students' READ plans, Individual Career and Academic Plans (ICAPs), and plans to address habitual truancy.
  - (c) Increasing community awareness of the district strategic plan and the school/district improvement processes.
  - ~~(e)~~(d) Efforts to increase parent engagement on school accountability committees and on the district's Family-School Relationships Survey.
4. Charter School Review. This subcommittee shall have responsibility for reviewing charter school applications, and renewals as requested by the BOE as needed and reporting findings to the full DAC. Per statute, the full DAC shall determine recommendations to the BOE on charter applications ~~and renewals~~. At least one subcommittee Member shall serve on the District Charter Review Committee. The membership of this subcommittee shall include an AAR representing charter schools and the charter school administrator.
- ~~5. Articulation Area Representatives. They shall meet as necessary to conduct business as specified in the District Accountability Committee orientation.~~
- ~~6.5.~~ Additional Subcommittees. Additional subcommittees may be identified by the Executive Committee, as needed, to fulfill the responsibilities of the DAC.

## VII.VIII. Meetings

### A. Meetings of the Committee-as-a-Whole

1. A minimum of six (6) meetings of the eCommittee-as-a-Whole shall be held monthly from September through May, except during the month of December, at the Jefferson County School District office, unless otherwise specified. The Chair, the Executive Committee, or a majority of the Members may call additional meetings.
2. Dates of meetings shall be provided in public announcements and made available to the public. All meetings shall be open to the public.
3. The Chair may use unanimous consent to guide decisions during meetings. Voting may be used when an issue has received a motion and a second. Absentee ballots and proxies are not permitted. Only DAC Members may vote.

B. **Training Meeting** The DAC shall sponsor a meeting every year in the fall with all SAC Chairs and school principals. This meeting shall focus on providing supports for SACs and training, expectations, and opportunities to participate in DAC, including meeting dates.

### C. Subcommittee Meetings

1. The subcommittee chairperson shall call subcommittee meetings.
2. Subcommittees shall meet within the first two months of the school year to establish meeting cadence and scope of work, and subsequently as needed.
3. The subcommittee chairs shall provide notice for subcommittee meetings.
4. The subcommittee chairs shall ensure, where necessary, that applicable records of subcommittee meetings are kept and made available to Members.

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D. **Notice of Meetings** The schedule for regular meetings of the Committee-as-a-wWhole shall be established at the beginning of the school year. A notice of each DAC meeting shall be provided to each Member of DAC not less than four (4) days prior to the meeting, and simultaneously shall be posted on the DAC web page. ~~The Vice Chair shall ensure the meeting agendas for meetings of the DAC, including previous notice of motions to adopt committee reports to the BOE, are posted on the DAC website, and shall ensure that the meeting agenda is sent via email notification to all DAC Members, all BOE members, and appropriate administration officials four (4) days prior to the meeting. The subcommittee chairs shall provide notice for subcommittee meetings in accordance with any officially adopted rules of the individual subcommittees.~~

E. **Quorum** Proper notice having been given, the Members present shall constitute a quorum in order for information to be shared and for discussions to take place during a DAC meeting. A quorum of at least half of the current membership and at least one DAC officer must be present in order to conduct DAC business that requires a vote.

## F. Minutes

Meeting minutes shall be recorded by the Secretary and posted to the DAC web page.

## G. Representation of DAC Advice

1. As an advisory committee to the BOE, the DAC shall follow ~~district policy BDF, "Advisory Committees to the Board", and Board Policy Policies GP-126, "Board Committee Principles," GP-7, "Committee Structure,"~~ and district policy [KB Family School Community Partnerships](#).
2. The DAC is committed to fully representing the perspectives of the DAC Members. On matters for which a committee report is generated by the DAC for the BOE, it shall be reviewed and approved by vote at a DAC meeting before it is provided to the BOE. DAC Members shall not represent their own opinions as those of the ~~C~~committee-as-a-~~W~~whole.
3. Any two (2) or more DAC Members may together author and submit a Dissenting Opinion, provided that they voice that Dissenting Opinion at the DAC meeting either verbally or in writing, if they cannot be present at the meeting, so that the entire DAC Membership has an opportunity to consider the Dissenting Opinions at the time the DAC is discussing the issue at hand and prior to voting. Dissenting opinions may pertain to the entire Committee Report/Motion and/or only portions of the Committee Report/Motion. Any Dissenting Opinion shall set forth the rationale for the Dissenting Opinion and shall be submitted via email to the DAC committee-as-a-whole and the DAC Chair for inclusion in the DAC Report to the BOE within one (1) week of the adoption of the Committee Report/Motion by the DAC; however, if the BOE meeting in which the Committee Report/Motion is being presented by DAC occurs within one (1) week of the DAC adoption of the Committee Report/Motion, then the deadline for submitting the Dissenting Opinion shall be shortened to no later than twenty-four (24) hours after the conclusion of the DAC meeting where the DAC membership voted to approve the Committee Report/Motion.
4. Subcommittee reports shall be reviewed and discussed at a DAC meeting before they are provided to the BOE. Subcommittee Members may not present findings directly to the BOE without approval by the ~~C~~committee-as-a-~~W~~whole.
5. Only the Chair or the Chair's designees shall present reports and/or recommendations to the BOE on behalf of the DAC. The Chair shall submit any majority and minority reports, together and without modification, to the BOE at the same time. ~~Time at the end of DAC meeting shall be provided for BOE member comments.~~

## H. Meeting Agenda

1. The agenda generally shall be as follows:
  - a. Call meeting to order

- b. Approval of agenda
- c. Approval of minutes
- d. Unfinished and new business
- e. Optional BOE comment(s)
- f. Adjournment

Except where these bylaws conflict, the meetings of the DAC shall be conducted in alignment with Robert's Rules of Order, Newly Revised Edition. Members may, by a two-thirds vote of those present, move to adopt different meeting rules for specific meetings.

### **Amendment of Bylaws**

Bylaws shall be reviewed by the Committee-as-a-Whole at least annually, at which time Members may make motions to revise the bylaws. Bylaws revisions must be approved by a two-thirds majority of the Members present at the meeting.

All changes or amendments to these bylaws shall be presented to and approved by DAC Members, ~~before they can take effect, must be presented to the BOE for its approval.~~

Date Adopted: September 20, 2016TBD

Date Revised: November 15, 2016January 11, 2024